



# **MUNICIPAL ALCOHOL POLICY**

July 2019

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## **1. Overview**

### **1.1 Purpose**

The Municipality of East Ferris and its Parks & Recreation Committee wish to manage the use of alcohol in all facilities owned and operated by the Municipality in a way that ensures the health and safety of all participants and staff and the protection of facilities.

This policy is in place to reduce alcohol-related problems such as injury, violence and liability which arise from alcohol consumption on municipal property.

To meet leisure needs of this Municipality and the requirements of the Municipality, a policy for the management of alcohol during events and functions is recommended. The following pages outline these regulations.

### **1.2 Objectives:**

- To provide procedures and education to individuals or groups wishing to hold events in and/or on municipally owned facilities/properties in order to ensure that all Liquor Licence Act of Ontario legislation that pertains to Special Occasion Permits or liquor licensing is properly understood and strictly complied with.
- To ensure appropriate supervision and operation of Special Occasion Permits and liquor licensed events in order to protect the event organizers, the participating public, volunteers, Municipality of East Ferris and its staff from liability by providing education in prevention and intervention techniques through effective management procedures.
- To encourage and reinforce responsible moderate drinking practices through the development of appropriate operational procedures, controls, training and education.
- To provide for a balanced use of alcohol through Special Occasion Permits so that alcohol becomes a responsible part of a social function rather than the reason for the function.
- To provide a balance of wet and dry facilities and programs so that consumers, abstainers, adults, youth and families will be adequately serviced and protected.

### **1.3 Scope**

The Municipal Alcohol Policy outlines various stipulations and controls on events involving alcohol, including Special Occasion Permits, liquor licensed events under a caterer's endorsement, and/or events in a municipally licensed facility.

The event organizer and/or designate are legally responsible for ensuring compliance with the Municipal Alcohol Policy, Liquor License Act of Ontario and Alcohol and Gaming Commission of Ontario policies and guidelines.

### **1.4 Risks**

The Liquor License Act is very clear in setting standards around alcohol service to the public. When alcohol is served, The Liquor License Act and a Municipal Alcohol Policy dictate rights, responsibilities and obligations in order to ensure that a minimum standard of conduct and care is

met. Without these regulations, people participating in an event might be exposed to danger, and event hosts could be held responsible.

Anyone who sells serves or gives alcohol to a person is known as a provider of alcohol. Providers may include but are not limited to: service clubs and their members, private family function organizers, or anyone obtaining a Special Occasion Permit to run an event. The occupier is the group/individual that owns and/or rents the premises where the event is taking place. Both providers and occupiers are liable for the event attendees.

Rational: A range of problems can occur due to irresponsible alcohol consumption, which may affect other persons attending the event, other organizations wishing to utilize the facility in the future, the public and the Municipality. Since the late 1980's and early 1990's, municipalities have taken a proactive approach to developing alcohol management policies as risk management tools. Based on the many negative alcohol related accidents and incidents that have occurred. These problems may include:

- Injuries or death due to intoxicated persons or other as a result of alcohol consumption.
- Liability actions arising from improper serving and monitoring of alcohol consumption.
- Liquor License Act charges against the Municipality of and/or Special Occasion Permit holders
- Suspension of Special Occasion Permits being issued at specific facilities

***-By reducing intoxication, drinking under the legal age and the possibility of driving a vehicle while impaired, the above problems will correspondingly diminish.***

## **1.5 Definitions**

### **Alcohol and Gaming Commission of Ontario (AGCO)**

The AGCO is responsible for regulating Ontario's alcohol, gaming and horse racing sectors and cannabis retail stores in accordance with the principles of honesty and integrity, in the public interest. For more information – [www.agco.on.ca/en/about/index.aspx](http://www.agco.on.ca/en/about/index.aspx)

### **Caterer's Endorsement**

A liquor sales license authorizing the applicant to sell and serve liquor for an event held on premises other than the premises to which the liquor sales license applies.

### **Event**

For the purposes of this policy, an event refers to any licenced event held in a Municipal facility at which alcohol will be served and/or sold. Such event may include but are not limited to weddings, showers, dances, receptions, sporting events, community festivals and birthday parties. The duration of the event encompasses the set up operation and cleanup.

#### **Public Events** As defined by AGCO:

Public Events may be held for events of significance and/or to raise funds for charitable purposes and objects that benefit the public-at-large (i.e. advancement of education, religion, relief of poverty, charitable purposes benefiting the community).

Public Event permits can be issued:

To registered charities.

To non-profit organizations whose object is to promote charitable, educational, religious or community objects, or

For events of municipal, provincial, national or international significance.

An event of municipal significance requires a designation by the municipality in which the event will take place. Applications must be accompanied by either a municipal resolution or a letter from a delegated municipal official designating the event as municipally significant. In order to be recognized as an event of provincial, national or international significance, it must be designated as such by the AGCO.

Public events may be advertised to the public.

Alcohol may be sold at a profit (to allow for fundraising).

**Private Event** As defined by the AGCO:

Private Event Special Occasion Permits (SOPs) are for occasional and special events where only family, friends and people known to the hosts or permit holders are invited to attend, such as a birthday party or a wedding.

Private Events cannot be advertised or made open to the public. Information about the event may be shared with invited guests and members only.

Private Event SOPs cannot be used to facilitate the operation of an ongoing business. You cannot run the event with the intention of making a profit.

**Outdoor Event**

An outdoor event is one at which any alcohol is consumed in an outdoor space (including pavilion, tents or temporary structures)

**Youth Focused Event**

Alcohol is not permitted to be served or sold at a youth focused event. (I.e. minor sports tournament)

**High Risk Event**

The Municipality, Alcohol and Gaming Commission or Ontario (AGCO) and/or the police, at their own discretion, may deem an event to be high risk.

These events will require additional staffing and may require that an operational plan be developed in consultation with the Municipality, AGCO and the local police. The plan would then be a requirement for use of the Municipal Facility in question.

**Permit Holder/Event Organizer**

Any person, who is 19 years of age or over seeking to hold an event that involves the sale and or service of alcohol at municipal premises. The event organizer (which term shall include the SOP permit holder and any designate) are responsible for the safety and sobriety of people attending the event as well as compliance with this Municipal Alcohol Policy and the liquor License Act of Ontario and its regulations at the event. They assume responsibility and liability for the entire

operation of the event. The event organizer **MUST** read and sign the Event Agreement (Appendix A) to indicate that they understand their responsibilities.

### Licensed Security

Security must be licensed under the **Private Security and Investigative Services Act, 2005** or as may be amended from time to time.

### Liquor Licence Act

Outlines the laws regarding the sale and service of alcohol in Ontario.

[www.agco.on.ca/en/whatwedo/index.aspx](http://www.agco.on.ca/en/whatwedo/index.aspx)

### Municipal Alcohol Policy

A local Policy for Municipalities to manage events held in municipally owned facilities and properties when alcohol is sold or served.

### Municipal Properties

All municipally owned or leased lands, buildings and structures.

### Operational Plan

A coordinated plan of action, to prevent and control potential risk. See the Alcohol and Gaming Commission's document Planning Special Events, Concerts or Festivals tip sheet for more information.

[https://www.agco.ca/sites/default/files/3207\\_1.pdf](https://www.agco.ca/sites/default/files/3207_1.pdf)

### Server Training Program

A certificate training program for serving alcohol that is approved by the Alcohol and Gaming Commission of Ontario. Server training is required by staff and volunteers who work in areas where alcohol is sold and/or served. This training is offered by Smart Serve Ontario. <https://www.smartserve.ca>

### Special Occasion Permit

A liquor permit issued by the Alcohol and Gaming Commission of Ontario for social events where alcohol will be sold or served. <https://www.agco.ca/alcohol/special-occasion-permits-private-event>

### Standard Drink

A Standard Drink means:

- 12oz. or 341 ml of beer with 5% alcohol OR
- 5oz. or 142 ml of wine with 12 % alcohol OR
- 1 1/2 oz. or 43 ml of spirits with 40% alcohol



<http://www.ccsa.ca/Resource%20Library/2012-Canada-Low-Risk-Alcohol-Drinking-Guidelines-Brochure-en.pdf>

## **1.6 Roles and Responsibilities**

### **Municipal Representative**

The Manager of Recreation and Facilities or designate are responsible for ensuring the Permit Holder/Event Organizer and/or designates are provided with written information outlining the conditions of the Municipal Alcohol Policy and ensure that they have been informed of their responsibilities. Municipal representatives have authority/responsibility to demand correction and/or to cease the sale and service of alcohol and will have ultimate authority regarding decision making on the part of the Permit Holder.

Every event worker works as a member of the team. This provides support for all team members and ensures that any potential problems are quickly identified and dealt with. Examples of event worker job descriptions are as follows:

### **Role of Permit Holder/Event Organizer and Designates:**

Permit Holder: signs the Special Occasion Permit with AGCO and the Municipal Alcohol Policy Agreement. This person or designate is also the general manager of the event and assumes responsibility for the operation of the event.

The Permit Holder\Event Organizer and designates must be 19 years of age or older. All are responsible and liable for the conduct and management of the event, including but not limited to:

- Compliance with the Municipal Alcohol Policy and facility rental agreement, in addition to the Liquor Licence Act and its regulations
- Organization, planning, set up and clean-up of the event
- Hiring server training program (“Smart Serve”) certified ticket sellers, bartenders, floor monitors, door monitors and security.
- In the case of the Permit Holder and Event Organizer, training their designates, if applicable
- Training of all other event workers
- Posting the Special Occasion Permit or Caterer’s Endorsement in a conspicuous place on the premises to which the permit applies and keeps it in a place that is readily available for inspection.
- Alcohol sales and service – including the choice of beverages so as to avoid the supply of fortified or extra strength drinks or no energy drinks are permitted.
- Ensuring no one consumes alcohol in unauthorized areas/locations
- The safety and sobriety of people attending the event including those persons turned away to control the event
- Organizing safe transportation strategies/options for attendees (e.g. designated drivers, taxis, shuttle etc.)
- Responding to emergencies

The Permit Holder/Event Organizer (or designates) must read and sign the Municipal Alcohol Policy Agreement to indicate that they have read this policy and understand their responsibilities. The Permit Holder must supply the Municipality with a copy of the Special Occasion Permit prior to the start of the event.

The Permit Holder/Event Organizer (or designates) MUST attend the event for the entire duration including the post event clean up and be responsible for decisions regarding the actual operation of the event.

### **Event Staff & Responsibilities**

- Server Training is required for all Event Staff
- The Permit Holder/Event Organizer are required to read, express understanding of and sign the Checklist Agreement for Licenced Events
- The Permit Holder/Event Organizer will assume the responsibility of ensuring all event workers abstain from consuming alcohol during their event shift and will not be under the influence of any alcohol prior to the event shift.
- Event personnel must wear identifiable clothing (such as “event staff” printed on the clothing or a distinguishable uniform) or wear clearly identifiable name tags and be present on the licenced premises during all hours of alcohol service and at least one hour past the time sale and service of alcohol ceases. Event personnel must ensure that the premises are secured prior to leaving the facility if necessary.
- All signs of the sale and service of alcohol must be cleared within in 45 minutes of the bar closure.

### **Bartender Criteria and Responsibilities:**

- Certified by a server training program recognized by the Alcohol and Gaming Commission of Ontario
- Appointed by the Event Organizer and has satisfactorily proven to the event organizer that she/he will act in accordance with this policy and the Liquor Licence Act
- Checks identification and verifies age of customers (see Regulation 28 for list of acceptable ID)
- Accepts tickets for the purchase of alcoholic drinks
- Serves standard size drinks
- Serves a maximum of four standard sized drinks per patron per visit – NO DOUBLES
- Monitors for intoxication
- Refuses services when patron appears to be near intoxication
- Offers non-alcoholic substitutes
- Must be 18 years of age or older

### **Ticket Seller Criteria and Responsibilities**

- Certified by a server training program recognized by the Alcohol and Gaming Commission of Ontario
- Appointed by the Event Organizer and has satisfactorily proven to the event organizer that she/he will act in accordance with this policy and the Liquor Licence Act
- Checks identification and verifies age (see Regulation 28 for list of acceptable ID)
- Monitors for intoxication
- Only sells a maximum of 8 tickets per patron at one time
- Refuses sale to patrons near intoxication
- Ticket sales will cease 30 minutes before the bar closes
- Must refund tickets on request whenever the bar is open
- Must be 18 years of age or older



### **Door Monitor Criteria and Responsibilities**

- Appointed by the Event Organizer and has satisfactorily proven to the Event Organizer that she/he will act in accordance with this Municipal Alcohol Policy and the Liquor Licence Act
- Each entrance/exit of the licensed premises must be monitored for the duration of the event and until the premises are secured once the event is over.
- Checks identification and verifies age (see Regulation 28 for list of acceptable ID)
- Checks for signs of intoxication
- Limits entry to venue capacity
- Ensures alcohol remains within the licensed area
- Notifies Event Staff, Event Organizer and Permit Holder of potential incidents
- Refuses admission to intoxicated and troublesome individuals
- Monitor those showing signs of intoxication when ready to leave the event and ensures they have a sober responsible person with them
- Recommends safe transportation options
- Must be 18 years of age or older

### **Licensed Security Criteria and Responsibilities**

- The Security Company must be dually bonded and licenced under the Private Security and Investigative Services Act, 2005 or as may be amended from time to time.
- Patrols the licensed area and immediate area outside the licenced areas, washrooms, parking lot scanning for potential threats
- Ensures alcohol remains within the licenced area
- Notifies Event Staff, Event Organizer and Permit Holder of potential incidents
- Helps in handling disturbances
- Assists the Permit Holder and/or Event Organizer in vacating the premises
- Summons police when requested by the Event Organizer, Permit Holder, Town representative, or as deemed necessary
- Aware of and responsible for the fire safety plan
- May be required to assist with ID Checks
- Will contact the local police should the need arise
- Security is required to be on the premises from the opening of the bar until 1 hour after the bar closes or until the building is vacated of all patrons

### **Floor Monitor Criteria and Responsibilities**

- Appointed by the Event Organizer and has satisfactorily proven to the Event Organizer that she/he will act in accordance with this policy
- Floor monitors are responsible for the supervision of entrances/exits, bathrooms and the floor area.
- Monitor patron behavior and crowd control
- Have the ability to ask for ID in to confirm age of patron consuming alcohol during events where underage guests are allowed.
- Monitors for intoxication and informs bartenders and/or security personnel of intoxicated persons
- Early identification of potential problems
- Ensures alcohol remains within the licensed area
- Notifies Event Staff, Event Organizer and Permit Holder of potential incidents
- Reports problems and complaints to security, Event Organizer and Permit Holder

- Suggests safe transportation alternatives
- Must be 18 years of age or older
- Aware of and responsible for the fire safety plan

All event workers have responsibility in the operation of the event and shall NOT consume or be under the influence of alcohol for the entire duration of their event shift. They assume responsibility and liability for the operation of the event in conjunction with the Event Organizer. All Event Workers must have Smart Serve Training and provide copies to the Municipality. Workers must have their certificate with them while working the licensed event.

## **2. Policy Regulations**

### **2.1 Regulation No. 1: Replace Existing Policy**

That upon review and approval by Council of the following regulations, this policy proposal replaces the current alcohol management policies for the Municipality of East Ferris effective July 1, 2019.

### **2.2 Regulation No. 2: Municipal Facilities Suitable for Special Occasion Permits**

The following municipal facilities and areas are either licensed or designated as suitable for events involving alcohol subject to the event organizer obtaining a Special Occasion Permit or a Liquor License through a caterers' endorsement issued by the Alcohol and Gaming Commission of Ontario and agreeing to conditions as set out by the Municipality of East Ferris.

- That the Rene Boudreau Hall in the East Ferris Community Centre should be designated as a suitable facility for the use of Special Occasion Permit events.
- That the Quinn Ice Surface of the East Ferris Community Centre should be designated as a suitable facility for the use of Special Occasion Permit events when the ice is covered or when it is removed for the summer.
- That the Perron Boardroom of East Ferris Community Centre should be designated as a suitable facility for the use of Special Occasion Permit events.
- That the Curling Club (including ice surface, lounge and downstairs lounge) of the East Ferris Community Centre should be designated as a suitable facility for liquor licensing.
- That the Corbeil Park Hall be designated as a suitable area for the use of Special Occasion Permit events.
- That the outdoor designated area at the Corbeil Park Hall, as approved by the Manager of Recreation and Facilities or designate be suitable for the use of outdoor Special Occasion Permit functions. Outdoor areas must be enclosed to provide a designated area suitable for the service and consumption of alcohol.
- That the enclosed tennis/pickleball court in the Astorville be designated as a suitable area for the use of outdoor Special Occasion Permit events.

### **2.3 Regulation No. 3: Facilities/Parks Not Suitable for Alcohol Consumption and Licensed Events**

The following municipal facilities and areas are not suitable for the consumption of alcohol, liquor licensing or suitable for an event involving alcohol:

- The dressing rooms of the East Ferris Community Centre
- The spectator areas of the East Ferris Community Centre.
- Parking lots of municipal facilities and parks.
- Municipal playground areas.
- Municipal Parks and Green Spaces

- That the East Ferris Municipal Office, Fire Halls, Public Works Garage, Public Library, Fitness Centre and Council Chambers
- Any other municipal property not mentioned.

#### **2.4 Regulation No. 4 Time of Service**

Alcohol service under a license in municipal facilities shall begin no earlier than 11:00 a.m. and end at 1:00 a.m.

#### **2.5 Regulation No. 5 Designated Public Spaces**

The municipality does not designate any municipally owned property/public space for the “bring your own booze” public consumption of alcohol.

#### **2.6 Regulation No. 6 Tailgate Parties**

The municipality does not allow the licensing of tailgate parties on any municipal property.

#### **2.7 Regulation No. 7: Youth and Special Occasion Permit Events**

The serving of alcohol shall not be permitted at any events where the focus of the event marketing is for your under 19 years of age.

#### **2.8 Regulation No. 8: Youth Admittance to Adult Events**

That persons under the legal drinking age will be allowed to attend certain licensed events such as private family functions, weddings and anniversaries, community wide festivals and family oriented events, only if the special occasion permit specifies that minors are permitted and minors are not to be served alcohol beverages under any circumstances regardless of the event or the consent of their parents, when such licensed events take place on Municipal property.

#### **2.9 Regulation No. 9: Signage**

That the following bilingual signs should be prominently displayed in facilities and areas designated for Special Occasion Permit events.

- **Statement of Intoxication Sign:**

The following statement will appear in **both official languages**, on a wall sign and may be printed onto serving cups and/or on table talkers.

#### **MUNICIPALITY OF EAST FERRIS - STATEMENT OF INTOXICATION**

**“It is prohibited by law to serve anyone to a state of intoxication or to serve an intoxicated person.” THANK YOU**

#### **DÉCLARATION CONCERNANT L’IVRESSE - MUNICIPALITÉ D’EAST FERRIS**

**“Nous sommes tenus par la loie de ne pas servir d’alcool aux personnes en état d’ivresse ou sur le point de l’ être”. Merci**

- **“RIDE AWARENESS” SIGN:**

The following statement will appear in both official languages on a wall located at the main exits in each facility or area and may be printed on paper cups and/or table talkers.

**“The Municipality of East Ferris is a participating Municipality in the RIDE Program and thanks you for leaving this event a sober driver”.**

**“La Municipalité d’East Ferris participe au programme RIDE et vous remercie d’être un conducteur sobre lorsque vous quittez ces lieux.”**

- **Areas Not Suitable for Alcohol Consumption Sign:**

The following statement will appear in both official languages, on a wall sign in each arena dressing room...

**“Alcohol consumption is not permitted in this dressing room. The Municipality of East Ferris thanks you for keeping this area alcohol free.”**

**“Il est défendu de consommer de l’alcool dans cette salle. Aucun alcool permis; la Municipalité d’East Ferris vous en remercie.”**

**Accountability Sign:**

A sign will appear on a wall at main exits of each facility and/or table talkers which will, in both languages identify the sponsor of the event and the address and telephone number of the Police Department. The sign will also indicate that a municipal representative may intervene at any S.O.P. event if necessary and may be contacted when filing a complaint.

**DÉCLARATION DE RESPONSABILITÉ**

La déclaration suivante devrait être publiée sur les objets de table et sur une enseigne murale posée dans les principales sorties de chaque installation. L’enseigne donnera du commanditaire de l’événement ainsi que l’adresse et le numéro de téléphone de la Force Policière. L’enseigne donnera aussi le nom du représentant municipale qui pourrait intervenir sur les lieux et qui pourrait être contacté pour déposer des plaintes.

**FETAL ALCOHOL SYNDROME**

A sign shall be displayed in all areas where alcohol is served in order to inform participants of the risks of fetal alcohol syndrome.

**“Give your baby a good start! If you are planning to become pregnant, if you are pregnant or nursing your baby, please do not drink alcohol”**

**“Favorisez la santé de votre bébé. Si vous planifiez d’avoir un bébé, si vous êtes enceinte ou vous allaitez votre enfant, soyez prudente et ne buvez pas d’alcool.”**

**2.10 Regulation No. 10: Server Training and Supervision Practice**

That in order to be eligible for a facility rental with a Special Occasion Permit, the Event Permit Holder/Event Organizer and Designates must demonstrate to the satisfaction of the Municipality that the event supervisors, servers, floor and door monitors have attended a server training course and have been trained in responsible server techniques.

100% of all event workers must have their server training. Copies/pictures of the certificates must be provided to the Municipal representatives for all workers. Workers must have certificates with them when working a licensed event.

Event workers must wear identification name tag and/or clothing which are highly visible in a crowd so that they can be easily identified. This is the responsibility of the event organizer and/or designate. The type of identification must be noted on the pre event checklist for liquor licensed events.

**2.11 Regulation No. 11: Low and Non-Alcohol Drinks**

That in order to be eligible for a facility rental with a Special Occasion Permit, the Event Permit Holder/Event Organizer and Designates must demonstrate to the satisfaction of the facility

manager or designate that 30% of the alcohol consists of **low** alcohol beverages such as light beer. As well, non-alcoholic drinks must be offered at no charge or at a price substantially lower than that charged for alcoholic drinks.

### **2.12 Regulation No. 12: Safe Transportation**

The Permit Holder/Event Organizer or Designates are responsible to take necessary steps to reduce the possibility of impaired driving and for promoting safe transportation options for all drinking participants. As a condition of rental, the event organizer must have a Safe Transportation Strategy in effect. Elements of safe transportation strategy could include:

- Providing non-alcoholic beverages either at no charge or at a cost much lower than that of drinks containing alcohol.
- Providing alternate means of transportation for those who are suspected to be intoxicated. (i.e., call a friend, relative or taxi)
- Calling police if someone who is suspected to be impaired cannot be convinced to use alternate transportation.
- Providing a designated driver program which encourages and identifies a designated driver.
- A bus paid by the sponsoring group or participant.

The designated driver program and relevant local taxi phone numbers must be prominently posted. Alternative means of transportation shall be provided for all those suspected to be intoxicated. All advertising for the event should indicate that a designated driver program is in effect.

In the case of patrons who are intoxicated, the Permit Holder/Event Organizer must make every effort to ensure that the patron does not drive and that he or she will arrive home safely. If an intoxicated person insists on driving the Permit Holder/Event Organizer or Designate must make every reasonable effort to prevent them from driving and must call the police if they are not successful.

### **Police Spot Checks**

- Post wall and/or table signs and/or announcement that read:

The Municipality of East Ferris is a participating Municipality in the RIDE Program and thanks you for leaving this event a sober driver”.

Programme de verification au hazard des conducteurs

Afficher au mur ou imprimer sur les objets de table ou annoncer le message suivant: “Le comté d’East Ferris participe au programme RIDE et vous remercie d’avoir quitter ces lieux en état de sobriété”.

Announce the importance of leaving the event a Sober Driver.

### **2.13 Regulation No. 13: Event Controls**

That in order to eligible to rent a municipal facility for a Special Occasion Permit event, the Permit Holder/Event Organizer and Designates must demonstrate to the satisfaction of the Manager of Parks and Recreation or Designate that sufficient controls are in place which will assist in ensuring compliance to the Policy. These Controls include:

- The Permit Holder/Event Organizer and Designates must demonstrate to the Manager of Recreation and Facilities that the policy is understood and that regulations will be observed and that the required insurance coverage is in place (proof of policy or binder must be filed with the Manager of Recreation and Facilities before the event takes place).

- The Permit Holder/Event Organizer and Designates must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and must provide proof of this to the Manager of Recreation and Facilities prior to the event.
- An authorized representative of the Municipality of East Ferris has the right to enter any Special Occasion Permit event and take control if necessary at the time.
- The person who signs the Special Occasion Permit Application or his/her designate must attend the event and be responsible for making decisions regarding the operation of the event as required by the Special Occasion Permit.
- The Permit Holder/Event Organizer and Designates must provide a copy of Smart Serve Certificates for all event workers at least fifteen (15) days prior to the event to the Manager of Parks & Recreation or his/her designate. Workers must have their certificate with them while working the licensed event.
- All event workers have responsibility in the operation of the event and shall abide by the regulations of the AGCO and the Municipal Alcohol Policy. Workers shall NOT consume or be under the influence of alcohol for the entire duration of their event shift. They assume responsibility and liability for the operation of the event in conjunction with the Event Organizer.
- An impaired or intoxicated event worker will not be allowed to be on duty at the event.
- All event workers must be aware of their responsibilities related to their position and other regulations as detailed in the Municipal Alcohol Policy Document.
- All event workers must wear clothing that identifies and distinguishes them from others at the event. All Smart Serve trained workers must have their proof of training certificate with them when working the licensed event.
- The Manager of Recreation and Facilities or his/her designate, reserve the right to use their discretion to determine the requirement for licensed security personnel through the Event Risk Assessment Tool. The cost of which will be borne by the sponsoring group or individual.
- The Security Company must be dually bonded and licensed under the Private Security and Investigative Services Act, 2005 or as may be amended from time to time. This security must have liability insurance for not less than \$2 million or as determined by Municipality dependent on the event risk.
- Proof of security services being hired must be provided to the Manager 15 (fifteen) days prior to the event.
- For specialized or high risk events the presence of police officers may be required in addition to security services.
- Outdoor licensed areas are required to have a barrier at least 0.9 metres high. Higher barriers and additional criteria may be required at the discretion of the municipal representative.
- The Permit Holder/Event Organizer and Designates must ensure the physical setting is safe for all in attendance. Should the event Permit Holder/Event Organizer and Designates become aware of a situation that could lead to injury or property damage, they shall take immediate or decisive action to prevent patrons from engaging in activities or conduct that is disruptive

(drunkenness or riotous, quarrelsome, violent or disorderly behavior), which could harm themselves or others or cause property damage.

- Safe Transportation – The Permit Holder/Event Organizer or Designates are responsible to take necessary steps to reduce the possibility of impaired driving and for promoting safe transportation options for all drinking participants. As a condition of rental, the event organizer must have a Safe Transportation Strategy in effect. Elements of safe transportation strategy could include:
  - Providing non-alcoholic beverages either at no charge or at a cost much lower than that of drinks containing alcohol.
  - Providing alternate means of transportation for those who are suspected to be intoxicated. (i.e., call a friend, relative or taxi)
  - Calling police if someone who is suspected to be impaired cannot be convinced to use alternate transportation.
  - Providing a designated driver program which encourages and identifies a designated driver.
  - A bus paid by the sponsoring group or participant.

The designated driver program and relevant local taxi phone numbers must be prominently posted. Alternative means of transportation shall be provided for all those suspected to be intoxicated. All advertising for the event should indicate that a designated driver program is in effect.

In the case of patrons who are intoxicated, the Permit Holder/Event Organizer must make every effort to ensure that the patron does not drive and that he or she will arrive home safely. If an intoxicated person insists on driving the Permit Holder/Event Organizer or Designate must make every reasonable effort to prevent them from driving and must call the police if they are not successful.

- The Permit Holder/Event Organizer and Designates or designate and staff must ensure that the physical setting is safe for both drinkers and non-drinkers. All exits shall be monitored by the event workers and kept free of obstructions.
- The Permit Holder/Event Organizer and Designates or designate will be available upon request to event workers who require assistance in managing a person who is refused a sale or becomes unmanageable.
- Entry to the licensed area must be denied to intoxicated or unruly persons, individuals carrying alcohol beverages and individuals previously turned away from the event.
- Duty to Report – The event organizer has the duty to report to the municipal representative within 24 hours details of any incident where/that:
  - The event organizer and/or designate are aware of or has been made aware of any Liquor License Act of Ontario or Municipal Alcohol Policy violations.
  - An Alcohol and Gaming Commission of Ontario Inspector under the Liquor License Act of Ontario has attended the event or reported any incident or violation.
  - Involves bodily injury or property damage.
  - The Police, Fire or Ambulance have been dispatched to and event

Police shall be informed by the event organizer and/or designate as appropriate. Reports shall be made no later than two days after the conclusion of the event, but shall be made immediately when repairs or other action are required to make municipal property secure or safe for use. Municipal staff representatives shall report any infraction of this policy to the police and/or Alcohol and Gaming Commission of Ontario whenever they believe such action is required.

- The Municipality reserves the right to introduce other conditions from time to time at its discretion.
- All bottles must be retained within the bar area and all drinks must be served in paper/plastic cups and a different colour of soft plastic cup shall be used for non-alcoholic drinks. For formal dinner settings, glass vessels may be used for serving/consuming alcohol. Glass must be removed at the conclusion of the dinner.
- Outdoor public events which allow admittance to minors must implement a wrist band policy or have a fenced licensed area where alcohol is only served to and consumed by those 19 years of age and older. Additional floor monitors are recommended if alcohol is being served in the presence of minors.
- The event Permit Holder/Event Organizer and Designates must prove to the Manager of Recreation and Facilities that at least 30% of their stock is comprised of low alcohol beverages.
- Extra alcohol content drinks are not permitted. The standard alcohol content for beer is 5%, wine is 12%, and liquor is 40%.
- Marketing practices which encourage increased consumption, such as oversize drinks, double shots of spirits, pitchers of beer, drinking contests, and volume discounts are not permitted.
- The only acceptable forms of identification for admission to an SOP event will be:
  - a) The LLBO BYID (bring your identification card); or
  - b) An Ontario Driver's License; or
  - c) A Canadian Passport; or
  - d) A Canadian Citizenship card; or
  - e) A Canadian Armed Forces ID card; or
  - f) The LLBO's former ID card.
- The maximum number of drinks purchased by one person per visit to the bar will be four whether a ticketing system is used or in the case of a free bar.
- During an event, tickets must be purchased from designated ticket sellers and redeemed at the bar with a maximum of eight tickets per purchase.
- Sale of tickets will end 30 minutes prior to the end of the event or 12:30 a.m. whichever is earlier.
- Bar tickets must be refunded for cash, on request, whenever the bar is open.
- There will be no last call announced.
- The Permit Holder/Event Organizer and Designates and workers of a licensed event must abide by all the policy control measures.
- Whenever appropriate, Police will be notified by the Municipal representative of problem situations.
- An assortment of food items, sufficient to serve the number of persons to attend the event, must be available. Snacks (for example potato chips, peanuts or pretzels) are not considered food.
- The event Permit Holder/Event Organizer and Designates and workers must encourage the consumption of food, low alcohol and non-alcohol beverages.
- The bar will open no earlier than 11:00 a.m. and close at 1:00 a.m., the premises will be vacated and all evidence of liquor shall be removed by 2:00 a.m.



- The ratio of event workers designated by the event Permit Holder/Event Organizer and Designates and the Parks & Recreation Department for all eligible municipal facilities and parks will be as follows:

**MINIMUM NUMBER OF WORKERS FOR ALL LEVELS OF EVENTS (low to high)**

Number of Guests	Minimum Number of Event Workers				Minimum Number of Security Licensed Security Workers
	Bartenders	Ticket Sellers	Floor Monitors**	Door Monitors	
Up to and including 100	1	0	1	Monitor at each access point	1 *(Certain events may be exempt. See Appendix C)
101-200	2	1	2 (+1 for outdoor events)	Monitor at each access point	1-2
201-300	2	2	2 (+1 for outdoor events)	Monitor at each access point	2
301-400	3	2	3 (+1 for outdoor events)	Monitor at each access point	2
401-500	3	2	4 (+1 for outdoor events)	Monitor at each access point	2

\* Requirements assessed as per risk management tool.

\*\* Number required may increase if alcohol is being served in the presence of minors

**2.14 Regulation No. 14: Insurance**

Bookings associated with a “Special Occasion Permit” are subject to the applicant providing the Municipality with proof of “Party Alcohol Liability Insurance”.

Party Alcohol Liability Insurance in the amount of \$2,000,000 must include clauses to add the Municipality of East Ferris as an additional named insured; the insurance certificate must contain a cross liability clause. These requirements may change as recommended by the municipality’s insurance representative.

**2.15 Regulation No. 15: Alcohol Advertising**

That advertising and promotion which promotes the consumption of alcohol be prohibited in all Municipal facilities.

**2.16 Regulation No. 16: Promoting the Policy**

That the Municipal Alcohol Policy is promoted to the Municipality at large and that information continues to be provided to user groups by Municipal staff.

**2.17 Regulation No. 17: Policy Monitoring and Revisions**

That the Policy be reviewed by the Parks and Recreation Committee as required due to: legislative changes and/or based on information provided by the Manager of Recreation and Facilities and

other invited sources. A report to Council should be prepared with suggested Policy changes if required.

### **2.18 Regulation No. 18: Orientation to the Policy**

That the Policy be reviewed by any new Municipal staff, volunteers or newly elected Municipal officials.

### **3. Failure to Comply and Penalties:**

Where there has been a failure to comply with the Liquor License Act of Ontario, the police or the Alcohol and Gaming Commission of Ontario inspector may intervene for enforcement purposes and may, at their discretion or other authority, terminate the event. The Municipality may similarly cancel, intervene or terminate the event for violations of the MAP. It remains the responsibility of the event organizer and/or designates to manage the event and to take appropriate actions including ending the event, vacating municipal property, maintaining insurance, any conditions of insurance, and providing safe transportation options.

Regardless of the reason for termination of the event the Municipality will not be responsible for any compensation to the event organizer and/or designate or affected persons of their resulting financial or other losses.

The municipal staff may report any infraction of this policy to legal authorities whenever they believe such action is required. Copies of registered letters that are sent to offenders will also be sent to the Police Department.

Any infraction to the East Ferris Municipal Alcohol Policy will be reviewed by Council. A registered letter describing the problem will be sent to the Permit Holder/Event Organizer and Designates who may be refused future rental privileges.

The Municipality shall subsequently inform the event organizer and/or designate and any organization they represent, via registered letter that there has been a violation of the policy and any imposed consequences or penalties.

Additional short term and longer term penalties for failure to comply may include, but are not limited to:

- Loss of privilege to hold an event involving alcohol in a municipal property or facility
- Loss of any future use or rental of any or all municipal properties
- Individual ban or suspension of persons involved in the infractions from any or all municipal properties for any term.



“APPENDIX A”

MUNICIPALITY OF EAST FERRIS  
PARKS AND RECREATION DEPARTMENT  
AGREEMENT: SPECIAL OCCASION PERMIT EVENT

CONTACT PERSON: \_\_\_\_\_  
HOST ORGANIZATION: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE # (BUSINESS): \_\_\_\_\_ (HOME): \_\_\_\_\_  
FAX #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

DESIGNATED AND ALTERNATIVE CONTACT PERSON(S):  
1. NAME: \_\_\_\_\_ PHONE # (B) \_\_\_\_\_ (H) \_\_\_\_\_  
2. NAME: \_\_\_\_\_ PHONE # (B) \_\_\_\_\_ (H) \_\_\_\_\_

IN CONSIDERATION OF PERMISSION BEING GRANTED TO HOLD AN EVENT AT THE  
PREMISES KNOWN AS: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_  
DATE: \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

1. The applicant has read and understands the Special Occasion Permit guidelines listed on the reverse and agrees to follow them.
2. The applicant understands that the Municipality of East Ferris Municipal Alcohol Policy and the Alcohol and Gaming Commission Act of Ontario must be adhered to.
3. The applicant understands that if I or other individuals at the event fail to adhere to Municipal Alcohol Policy, the Municipality will act accordingly. This action may include eviction, revocation of the Special Occasion Permit and the notification of local authorities.
4. The applicant understands that they can be held liable for injuries and damages arising from the failure to adhere to the Liquor License Act of Ontario
5. The organizers indemnify and save harmless the Municipality of East Ferris, its agents and employees from any claims or actions brought against the Municipality of East Ferris as a result of the event Permit Holder/Event Organizer and Designates/licensee occupying the Municipality's premises.
6. The applicant agrees to provide proof of insurance in the amount of \$2,000,000 with the Municipality of East Ferris as an additional named insured. The insurance certificate must include a cross liability clause.
7. If required, the applicant agrees to provide security services through an approved security firm in accordance with the Municipal Alcohol Policy.

This Agreement shall be binding on the parties hereto, their successors, heirs, executors and assigns.

DATED AT EAST FERRIS, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
(DAY) (MONTH) (YEAR)

\_\_\_\_\_  
SIGNATURE OF APPLICANT NAME OF APPLICANT (PRINT)

**PERMISSION GRANTED BY THE MUNICIPALITY OF EAST FERRIS**

\_\_\_\_\_  
DATE SIGNATURE

**MUNICIPALITY OF EAST FERRIS**  
**GUIDELINES FOR SPECIAL OCCASION PERMIT HOLDERS**

That in order to eligible to rent a municipal facility for a Special Occasion Permit event, the Permit Holder/Event Organizer and Designates must demonstrate to the satisfaction of the Manager of Parks and Recreation or Designate that sufficient controls are in place which will assist in ensuring compliance to the Policy. These Controls include:

1. The Permit Holder/Event Organizer and Designates must demonstrate to the Manager of Recreation and Facilities that the policy is understood and those regulations will be observed and that the required insurance coverage is in place (proof of policy or binder must be filed with the Manager of Recreation and Facilities before the event takes place).
2. The Permit Holder/Event Organizer and Designates must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and must provide proof of this to the Manager of Recreation and Facilities prior to the event.
3. An authorized representative of the Municipality of East Ferris has the right to enter any Special Occasion Permit event and take control if necessary at the time.
4. The person who signs the Special Occasion Permit Application or his/her designate must attend the event and be responsible for making decisions regarding the operation of the event as required by the Special Occasion Permit.
5. The Permit Holder/Event Organizer and Designates must provide a copy of Smart Serve Certificates for all event workers at least fifteen (15) days prior to the event to the Manager of Parks & Recreation or his/her designate. Workers must have their certificate with them while working the licensed event.
6. All event workers have responsibility in the operation of the event and shall abide by the regulations of the AGCO and the Municipal Alcohol Policy. Workers shall NOT consume or be under the influence of alcohol for the entire duration of their event shift. They assume responsibility and liability for the operation of the event in conjunction with the Event Organizer.
7. An impaired or intoxicated event worker will not be allowed to be on duty at the event.
8. All event workers must be aware of their responsibilities related to their position and other regulations as detailed in the Municipal Alcohol Policy Document.
9. All event workers must wear clothing that identifies and distinguishes them from others at the event. All Smart Serve trained workers must have their proof of training certificate with them when working the licensed event.
10. The Manager of Recreation and Facilities or his/her designate, reserve the right to use their discretion to determine the requirement for licensed security personnel through the Event Risk Assessment Tool. The cost of which will be borne by the sponsoring group or individual.
11. The Security Company must be dually bonded and licensed under the Private Security and Investigative Services Act, 2005 or as may be amended from time to time. This security must have liability insurance for not less than \$2 million or as determined by Municipality dependent on the event risk.
12. Proof of security services being hired must be provided to the Manager 15 (fifteen) days prior to the event.
13. For specialized or high risk events the presence of police officers may be required in addition to security services.
14. Outdoor licensed areas are required to have a barrier at least 0.9 metres high. Higher barriers and additional criteria may be required at the discretion of the municipal representative.
15. The Permit Holder/Event Organizer and Designates must ensure the physical setting is safe for all in attendance. Should the event Permit Holder/Event Organizer and Designates become aware of a situation that could lead to injury or property damage, they shall take immediate or decisive action to prevent patrons from engaging in activities or conduct that is disruptive (drunkenness or riotous, quarrelsome, violent or disorderly behavior), which could harm themselves or others or cause property damage.
16. Safe Transportation – The Permit Holder/Event Organizer or Designates are responsible to take necessary steps to reduce the possibility of impaired driving and for promoting safe transportation options for all drinking participants. As a condition of rental, the event organizer must have a Safe Transportation Strategy in effect. Elements of safe transportation strategy could include:

- Providing non-alcoholic beverages either at no charge or at a cost much lower than that of drinks containing alcohol.
- Providing alternate means of transportation for those who are suspected to be intoxicated. (i.e., call a friend, relative or taxi)
- Calling police if someone who is suspected to be impaired cannot be convinced to use alternate transportation.
- Providing a designated driver program which encourages and identifies a designated driver.
- A bus paid by the sponsoring group or participant.

The designated driver program and relevant local taxi phone numbers must be prominently posted. Alternative means of transportation shall be provided for all those suspected to be intoxicated. All advertising for the event should indicate that a designated driver program is in effect.

In the case of patrons who are intoxicated, the Permit Holder/Event Organizer must make every effort to ensure that the patron does not drive and that he or she will arrive home safely. If an intoxicated person insists on driving the Permit Holder/Event Organizer or Designate must make every reasonable effort to prevent them from driving and must call the police if they are not successful.

17. The Permit Holder/Event Organizer and Designates or designate and staff must ensure that the physical setting is safe for both drinkers and non-drinkers. All exits shall be monitored by the event workers and kept free of obstructions.
18. The Permit Holder/Event Organizer and Designates or designate will be available upon request to event workers who require assistance in managing a person who is refused a sale or becomes unmanageable.
19. Entry to the licensed area must be denied to intoxicated or unruly persons, individuals carrying alcohol beverages and individuals previously turned away from the event.
20. Duty to Report – The event organizer has the duty to report to the municipal representative within 24 hours details of any incident where/that:
  - The event organizer and/or designate are aware of or has been made aware of any Liquor License Act of Ontario or Municipal Alcohol Policy violations.
  - An Alcohol and Gaming Commission of Ontario Inspector under the Liquor License Act of Ontario has attended the event or reported any incident or violation.
  - Involves bodily injury or property damage.
  - The Police, Fire or Ambulance have been dispatched to an event
21. Police shall be informed by the event organizer and/or designate as appropriate. Reports shall be made no later than two days after the conclusion of the event, but shall be made immediately when repairs or other action are required to make municipal property secure or safe for use. Municipal staff representatives shall report any infraction of this policy to the police and/or Alcohol and Gaming Commission of Ontario whenever they believe such action is required.
22. The Municipality reserves the right to introduce other conditions from time to time at its discretion.
23. All bottles must be retained within the bar area and all drinks must be served in paper/plastic cups and a different colour of soft plastic cup shall be used for non-alcoholic drinks. For formal dinner settings, glass vessels may be used for serving/consuming alcohol. Glass must be removed at the conclusion of the dinner.
24. Outdoor public events which allow admittance to minors must implement a wrist band policy or have a fenced licensed area where alcohol is only served to and consumed by those 19 years of age and older. Additional floor monitors are recommended if alcohol is being served in the presence of minors.
25. The event Permit Holder/Event Organizer and Designates must prove to the Manager of Recreation and Facilities that at least 30% of their stock is comprised of low alcohol beverages.
26. Extra alcohol content drinks are not permitted. The standard alcohol content for beer is 5%, wine is 12%, and liquor is 40%.
27. Marketing practices which encourage increased consumption, such as oversize drinks, double shots of spirits, pitchers of beer, drinking contests, and volume discounts are not permitted.
28. The only acceptable forms of identification for admission to an SOP event will be:
  - a) The LLBO BYID (bring your identification card); or
  - b) An Ontario Driver's License; or

- c) A Canadian Passport; or
  - d) A Canadian Citizenship card; or
  - e) A Canadian Armed Forces ID card; or
  - f) The LLBO's former ID card.
29. The maximum number of drinks purchased by one person per visit to the bar will be four whether a ticketing system is used or in the case of a free bar.
  30. During an event, tickets must be purchased from designated ticket sellers and redeemed at the bar with a maximum of eight tickets per purchase.
  31. Sale of tickets will end 30 minutes prior to the end of the event or 12:30 a.m. whichever is earlier.
  32. Bar tickets must be refunded for cash, on request, whenever the bar is open.
  33. There will be no last call announced.
  34. The Permit Holder/Event Organizer and Designates and workers of a licensed event must abide by all the policy control measures.
  35. Whenever appropriate, Police will be notified by the Municipal representative of problem situations.
  36. An assortment of food items, sufficient to serve the number of persons to attend the event, must be available. Snacks (for example potato chips, peanuts or pretzels) are not considered food.
  37. The event Permit Holder/Event Organizer and Designates and workers must encourage the consumption of food, low alcohol and non-alcohol beverages.
  38. The bar will open no earlier than 11:00 a.m. and close at 1:00 a.m., the premises will be vacated and all evidence of liquor shall be removed by 2:00 a.m.
  39. The ratio of event workers designated by the event Permit Holder/Event Organizer and Designates and the Parks & Recreation Department for all eligible municipal facilities and parks will be as follows:

**MINIMUM NUMBER OF WORKERS FOR ALL LEVELS OF EVENTS (low to high)**

Number of Guests	Minimum Number of Event Workers				Minimum Number of Security Licensed Security Workers
	Bartenders	Ticket Sellers	Floor Monitors**	Door Monitors	
Up to and including 100	1	0	1	Monitor at each access point	1 *(Certain events may be exempt. See Appendix C)
101-200	2	1	2 (+1 for outdoor events)	Monitor at each access point	1-2
201-300	2	2	2 (+1 for outdoor events)	Monitor at each access point	2
301-400	3	2	3 (+1 for outdoor events)	Monitor at each access point	2
401-500	3	2	4 (+1 for outdoor events)	Monitor at each access point	2

\* Requirements assessed as per risk management tool.

\*\* Number required may increase if alcohol is being served in the presence of minors.



## “APPENDIX B”

### Municipality of East Ferris Facility Request Form

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#### CONTACT INFORMATION

Organization:

Contact Name(s):

Address:

City:

Province:

Postal Code:

Phone Number: (H)

(W)

(C)

Email Address:

---

#### EVENT INFORMATION

Name of Event:

Expected Attendance:

Indicate Facility(ies) Requested for each date: (i.e. EFCC Hall, EFCC Board Room, Corbeil Park Hall, kitchen, bar)

Facility:

Date:

Start Time:

End Time:

Facility:

Date:

Start Time:

End Time:

Facility:

Date:

Start Time:

End Time:

Event Recurrence:

One Time

Annually

Please indicate if this is a recurring booking for a weekly/monthly meeting and the requested recurrence. (I.e. every third Wednesday of the month etc.):

---

\* If you require set up/clean up time before/after your event please incorporate in Start & End Time. \*

---

#### DESCRIPTION/PURPOSE OF ACTIVITY – Check all that apply

Meeting

Wedding

Special Event

Seminar/Workshop

Recreation Program/Activity

Liquor Licensed Event

Funeral Lunch

Food Sold

Food Served

Youth Restricted

Public

Private

Music

Electric Stove

Propane Stove

Other: \_\_\_\_\_

---

*Please note that this is a request form only. Completion of the form does not represent a confirmation that the facility is available or booked for you. Once confirmed an agreement with be produced for your signature. Note that a deposit may be required to hold your booking.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For further information, please call the East Ferris Community Centre at 705-752-3566.

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## “APPENDIX C”

### EVENT RISK ASSESSMENT TOOL

The following information is used as a guideline to determine event controls and security requirements for a liquor licensed event. Other factors such as prior event incidents or unique event characteristics may impact the risk assessment. When an event is a mix of multiply level event types and duration, special requirements may be determined by the Manager of Recreation and Facilities.

#### **Level One - Banquets/Receptions/Programmed Events**

A limited number of alcoholic beverages are served/sold to **invited** guests of a reception, sit-down dinner (including buffet-style dinners) or banquet. Examples include retirement dinners, service club dinner meetings, awards presentations, wine and cheese functions, etc. These events may include **attendance up to the allowable limits of the facility** in question (alcohol served no later than 1:00am). **(Refer to chart on Page 24 to determine number of Smart Serve workers required)**

#### **Level Two -Affiliated Licenced Area**

- a) A licenced area is established to serve/sell alcohol to participants or guests attending an event or tournament. There is no dancing and the maximum number of persons within the licenced area **does not exceed 75 persons at any time.**
- b) A licenced area is established to serve/sell alcohol to participants or guests attending an event were the event is primarily focused on or deemed to be low to moderate risk by the municipality. I.e. talent shows, community festivals, fundraising dinners, certain adult tournaments etc.

This category requires Smart Serve trained personnel as indicated by the worker/participant chart in the Policy. Includes bartenders, ticket sellers, floor monitors, and door/exit monitors.

Events of this type that exceed 75 persons in attendance at any one time will require at their own expense, 1-2 licensed security as determined by the Manager for the duration of the event to monitor the activities of the participants.

#### **Level Three -Social Events**

(I.e. Weddings, stag and does, dances with entertainment)

Alcohol is available throughout the event, which may include dancing, games (within the applicable laws and regulations), and entertainment. These events may include **attendance up to the allowable limits of the facility** in question and **may extend to 1am** (alcohol served no later than 1:00am). New Year's Eve events **may not** extend beyond 1:00am.

For Level Three Social Events, organizers are required to hire, at their own expense, 1-2 licensed security, as determined by the Manager, for the duration of the event to monitor the activities of the participants. This security must have insurance for not less than \$2 million.

Ensure that the security is aware of the requirements of the Municipal Alcohol Policy and that they are required to remain on the premises until released by the organizer or the last attendee has vacated the property.

#### **Level Four – Special Events**

At these events, alcohol is served. The nature and scope of the event falls outside of those described above and may as a result be considered to be a high risk event. Because of this, the event may require a customized operational plan to prevent and control potential risk. The Manager of Recreation and Facilities will work with event organizers to formulate the plan.